



State of Arizona Department of Real Estate

2910 N. 44th St., Phoenix AZ 85018 602-468-1414 Fax 602-955-6284

www.re.state.az.us

This form can be obtained in alternate formats
by calling 602-468-1414, extension 100

FORM ED-104

APPLICATION FOR DISTANCE LEARNING COURSE APPROVAL

(Check one box) This is a new course ☐ This is a renewal of an approved course ☐
This is a change (please check appropriate course changes below) ☐

This form must be filed with the Department at least 30 days prior to offering any new or revised course of study for prelicensure or continuing education credits. Notice of the date, time and location of approved classes must be given 14 days before the scheduled presentation. A.R.S. § 32-2135(F) **SEE REVERSE SIDE FOR REQUIRED DOCUMENTATION.**

School Name _____ Key No. _____

Address (Street, City, State, ZIP) _____

Office phone _____ Fax number (optional) _____

E-mail address (optional) _____

Course title _____

Note: Prior approval by the Department is required before you advertise a course for credit, and you must advertise a course only under the name approved.

Method of Delivery: Computer ☐ Internet ☐ Audio-Visual ☐

Course Developer Name: _____

Regular Business Hours: _____ Days of Week (circle all that apply): M Tue. W Thu. F Sat. Sun.

Number of credit hours requested _____

Category : General ☐ Comm. Stds. ☐ Real Estate Legal Issues ☐ Contract Law ☐ Agency Law ☐ Fair Housing Issues ☐

Is the course approved by the Association of Real Estate License Law Officials (ARELLO)? Yes ☐ No ☐ If yes, Course No. _____

Is the course approved for real estate credit in another state? ☐ Yes ☐ No If yes, list states: _____

COURSE CHANGES: If the course has been approved in Arizona in the past two years, check ALL applicable boxes:

☐ Previous school/sponsor _____ Course No. _____

☐ Course hours are increased ☐ decreased ☐ from _____ to _____

☐ Revised outline

Any substantive change in the course content, length or method of delivery must be reported to the ADRE before the revised course may be offered or presented for continuing education credit. Two new programs, disks or passwords, as applicable, must be provided for use in reviewing the revised course. Attach a revised, detailed outline of course content, including time allotments for each module of instruction or in 50-minute intervals, with stated learning objectives for each module. Indicate materials, teaching aids, hand-outs and texts to be used, and attach any handouts that will be distributed to students.

FOR DEPARTMENT OF REAL ESTATE USE ONLY

☐ Denied for credit

Approved pending audit for _____ hours Approved for ongoing presentation for _____ hours

Segmentation approved: _____ sessions of _____ hours each. Adding Additional School ☐ Instructor(s) approved ☐

Category:

General _____ Commissioner's Standards _____ Real Estate Legal Issues _____ Contract Law _____ Agency Law _____ Fair Housing _____

Approved by _____, Title _____

Date approved _____ Course No. _____ Expiration date _____

This approval is valid through the expiration date shown above. The course and instructors approved herein are subject to auditing or monitoring at any time at the Department's sole discretion. The Department reserves the right to withdraw approval of this course and/or instructor at any time if the Department determines that the school, course or any instructor named herein no longer qualifies for approval, or violates the provisions of the Arizona Revised Statutes or the Department's rules.

CONTINUED ON REVERSE SIDE

DISTANCE LEARNING

1. Attach a statement describing security measures/protocols in place to ensure that the person taking the course is the registered student and a statement describing the plan for dealing with a hardware and/or software failure if the course is computer-based.

2. Submit two copies of the program on a CD or ZIP cartridge in executable format if a computer lab course. If an Internet course, two passwords/access permissions, or one password valid for access twice. The access or program disks shall not expire for at least two years. If an audio/video program, two copies of the audio, video or audio/video program and a description of the delivery method and equipment requirements.

3. Submit a detailed outline of course content, including time allotments for each module of instruction or in 50-minute intervals, with stated learning objectives for each module. Indicate materials, teaching aids, handouts and texts to be used and attach any handouts that will be distributed to students.

INSTRUCTORS

Identify instructor(s) who will teach the course. If not currently approved, submit an Instructor/Administrator Statement of Qualifications (ED-101) or Instructor/Administrator Update (ED-108), as applicable, for each instructor.

AVAILABILITY OF INSTRUCTOR(S)

One or more approved instructor(s) must be available on the school's premises/course location or by telephone during the school's regular business hours (at a minimum) or, if an Internet course, within 24 hours or the next business day if 24 hours falls on other than a regular business day for the school.

Note: Course numbers will be issued by the Department and must be used by each school for identification purposes in all subsequent correspondence with the Department, advertising and on all continuing education certificates issued.

List all instructors who will teach the course. Attach another sheet if necessary. If a renewal of the courses, list only the instructors who will continue to teach.

Name _____	Name _____
Name _____	Name _____
Name _____	Name _____
Name _____	Name _____
Name _____	Name _____
Name _____	Name _____
Name _____	Name _____

By my signature below, I certify that I have reviewed A.A.C. R4-28-402(D) and certify that the distance learning course will be administered accordingly. I hereby affirm that all of the information given in this application is true and correct to the best of my knowledge and belief. I have reviewed the credentials of the instructors named above and believe the instructor(s) is qualified to teach this course. I understand that in the event there has been any misrepresentation or willful omission in this application or any attachments, any approval which may be granted is subject to suspension or revocation at any time.

Authorized signature _____ Position/Title _____

Print your name _____ Date _____